

Making Meetings Work

Managing by Network
Partnership and Community Collaboration Academy
October 2-4, 2012

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Why Meetings Matter

“Coming together is a beginning”

“Keeping together is progress “

“Working together is success”

~ Henry Ford





Avoid
Meeting Pitfalls

Location, Location, Location



Choose a meeting room/location that is comfortable, accommodates the meeting participants and the agenda

Create A Clear Agenda

- o Topics
- o Actions
- o Role of
presenters/participants
- o Time associated with
each topic



Share Info In Advance

A cover letter, dated in Philadelphia, July 6, 1776, was attached to the Declaration of Independence, as it was sent to the British authorities, wherein John Hancock states: *"Gentlemen, Altho it is not possible to foresee the consequences of human actions . . . The Congress have judged it necessary to dissolve all connection between Great Britain and the American Colonies, and to declare them free and independent States as you will perceive by the enclosed Declaration, which I am directed to transmit to you."*

- o Location
- o Agenda
- o Participant List
- o Information to review in advance



Know Where You Are Going



Shared Meeting

- o Goals
- o Objectives

Separate meeting goals and objectives from project goals

Start on the Right Foot

- Introductions and Ice Breakers
- Rules of Engagement
- Lay of the Land



What's My Line?



- o Chair
- o Facilitator
- o Secretary
- o Presenters
- o Participants
- o Tech Support

Engagement

- o Active Listening
- o Discussion
- o Break Out Groups
- o Devil's Advocate
- o Roll Play



Involvement



- o Visioning
- o Show and Tell
- o Brainstorming
- o Writing
- o Demonstration

The Buck Stops Here



- Polling
- Decision Making
- Action Next Steps

Aloha



- o Looking forward
- o Inspire
- o Review
- o Thank

Conference Calls

I'm here

I'm still
thinking
about that

They won't
know if I check
my email

I was
on
mute

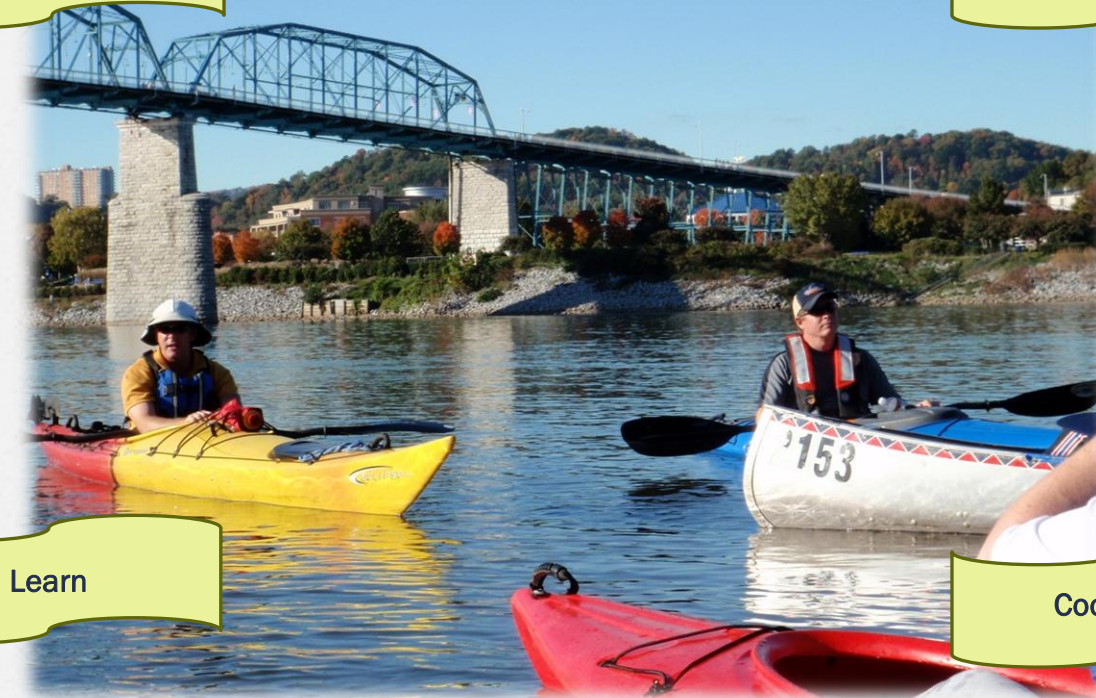
Boy this
lunch hits
the spot

- o Set expectations for involvement
- o Use on-line meeting tools to engage
- o Share photos of participants – before and/or during
- o Use verbal cues in place of body language

Meetings are Where We. . .

Celebrate Success

Build Trust



Learn

Cooperate

Meetings Can Be

- o Fun
- o Enjoyable



Meetings Can Be



Helene Aarons, Liz Madison, Diane Nelson
Academy Co-Founders

- o Empowering
- o Thought provoking